



CONSTITUTION OF TAMIL STUDENTS' ASSOCIATION

Ratified by SSMU Council on: April 6, 2017

1 Article I: Name

1.1 Tamil Students Association, also referred to hereinafter as the Club.

2 Article II: Mandate

2.1 The Club's mandate shall be to

- Promote Tamil culture, language and awareness within the McGill Community.
- Increase solidarity within the multi-nation Tamil Community of McGill University.
- Foster and strengthen unity and amity with other community organizations both within and exterior to McGill University.
- To help voice the concerns of marginalized and oppressed communities worldwide, notably the Tamils of Sri Lanka.
- Provide a gateway of resources and knowledge to all members in getting familiar with the McGill Community.

2.2 Code of Conduct

2.2.1 The Club shall carry forth its mandate from an anti-oppressive and equitable standpoint AND equal respect shall be given to all members, including those of disadvantaged backgrounds, regardless of but not limited to gender, age, race, ethnic or national origin, religion, sexuality or sexual orientation, mental or physical abilities, language, or social class.

2.2.1.1 No member shall make personal profit from the club

2.2.2 Any executive member who fails to fulfill their responsibilities shall be subject to the expulsion procedure outlined in this constitution

2.3 Student Group Civility

2.3.1 The club will maintain cordial and respectful relations with all other clubs, services and independent student groups

2.3.2 The club will not use SSMU resources and/or their club status to prevent other clubs, services or independent student groups from fulfilling their mandate, including but not limited to their acquisition of resources and pursuit of activities.

2.3.3 If problems arise between groups, a member of the executive committee and/or collective of the club shall be responsible for contacting the SSMU Vice President of Student Life and attempt to remedy the problem in a collegial fashion.

2.4 Environment

2.4.1 The club shall make attempts to regularly monitor the environmental impact of all its events and operations

2.4.1.1 Clubs must attempt to utilize the services and resources available at SSMU in order to maximize capacities for equitable decision-making and environmental stewardship. These include but are not limited the use of the plate club,



green events guide, applications for the SSMU Green fund, assistance of the SSMU environment commissioners, environment committee and green events coordinators

- 2.4.2 The club must attempt to find sustainable alternatives to the non-recyclable #6 plastic, effective waste management, providing vegan and vegetarian options, purchasing clothing which is ethically sourced and environmentally-friendly, purchasing local and sustainable alcohol, fair trade coffee and tea, and local and/or organic foods.

3 Article III: Membership

- 3.1 Membership for a club under the Students' Society of McGill University is open to all SSMU and PGSS members, including those of disadvantaged backgrounds, regardless of but not limited to gender, age, race, ethnic or national origin, religion, sexuality or sexual orientation, mental or physical abilities, language, or social class.
- 3.2 Only Students' Society of McGill University (SSMU) and Post Graduate Students' Society (PGSS) members are eligible to be elected as officers and to hold voting privileges.
- 3.3 Associated non-voting membership is open to all others.
- 3.3.1 Associate members shall not hold voting privileges or hold office within TAMill.
- 3.3.2 Associate members are allowed to be entitled as representatives of their respective college or university.
- 3.4 Honorary/Dignitary Membership may be offered to those who have greatly contributed to the development of TAMill.
- 3.4.1 Honorary members shall not have voting privileges or hold any office within TAMill.

4 Article IV: Executive Committee

- 4.1 The Executive Committee (EC) shall govern TAMill and its affairs.
- 4.2 The EC is composed of the following five portfolios:
1. Co-Presidents (2)
 2. Vice President Internal
 3. Vice President External
 4. Vice President Finance
 5. Vice President Communications
 6. Vice President Fundraising
- 4.3 The EC shall meet as frequently as required, or at least once a month.
- 4.4 At least four of the five EC members must be present at an EC meeting in order for quorum to be met and for the meeting to proceed.

5 Article V: Portfolios

5.1 The Co-Presidents shall:

- 5.1.1 Direct the EC in the organization and management of all events and activities of TAMill.
- 5.1.2 Be the Chief spokesperson and representative of TAMill in all matters of internal and external activities bearing the name of TAMill.
- 5.1.3 Oversee the proper administration of TAMill, along with the various EC portfolios, in a way that is true to its values and preserves its mandate.



- 5.1.4 Preside over all EC and general meetings.
- 5.1.5 Cast the deciding vote in the event of an EC deadlock, if necessary
- 5.1.6 Co-sign all financial transactions of the club with the Vice President of Finance.
- 5.1.7 Two Co-Presidents must be elected or assigned; if this is not possible then there shall be one President.

5.2 The Vice President Internal must:

- 5.2.1 Assist the President and act as President in the event of the President's absence.
- 5.2.2 Represent TAMill within the McGill Community, along with the Vice President External.
- 5.2.3 Facilitate communications and meetings between EC members.
- 5.2.4 Assist other EC members in the coordination and management of all club events and activities.

5.3 The Vice President External must:

- 5.3.1 Be responsible for establishing and maintaining good relationships with other organizations within and outside the McGill community.
- 5.3.2 Represent TAMill and communicate its beliefs and positions to external organizations.
- 5.3.3 Assist other EC members in the coordination and management of all club events and activities.

5.4 The Vice President Finance must:

- 5.4.1 Be responsible for club's budget and financial statements, which are to be announced after event or general meeting.
- 5.4.2 Advise other EC members on all financial matters in the coordination and management of all club events and activities.
- 5.4.3 Co-sign all financial transactions of TAMill with the President.
- 5.4.4 Keep all accounts of TAMill up-to-date, which shall be subject to inspection by EC members upon request.
- 5.4.5 Ensure proper funding and financial stability of TAMill's events and activities.
- 5.4.6 Reimburse members for purchases made on the behalf of TAMill.

5.5 The Vice President Communications must:

- 5.5.1 Be responsible for informing both the public and its members of all TAMill's events and activities.
- 5.5.1 Keep an up-to-date list of members and their communication information (phone number(s) and email addresses).
- 5.5.2 Be responsible for the management and updating of the Club's website and online Discussion group.

5.6 The Vice President Fundraising must:

- 5.6.1 Be responsible for finding innovative methods to fundraise for the club's expenses (ex: planning baggings, bake sales, etc.)



- 5.6.2 Lead the planning of the club's main fundraiser events (ex: Annual Charity Gala, Movie Night, Cultural Night Show, etc.)
- 5.6.3 Assist the VP Finances with the club's budget, financial statements, and audit forms.
- 5.6.4 Ensure proper budgeting and financial stability of TAMill's events and activities through contacting sponsors and external financial assistance.

6 Article VI: Fees

- 6.1 The Club's membership fee shall be \$10.

7 Article VII: Finances

- 7.1 The Executive Committee or Collective shall examine the financial records, and prepare an audit, complete with records of all transactions and receipts, to be submitted to the SSMU at the end of each semester.
- 7.2 All club bank accounts must be kept at Scotiabank as subsections of the SSMU account
 - 7.2.1 Each account must have a minimum of two and maximum of three signing officers
 - 7.2.2 In order to receive funding of any kind from the SSMU, the club must have a Scotiabank account.

8 Article VIII: Meetings

- 8.1 There shall be a general meeting held in March for the purpose of electing new members to the EC.
- 8.2.1 Regular Executive and General Meetings shall be held throughout the fall and winter terms.
- 8.2.2 Regular meetings shall take place at least once a month.
- 8.2.3 EC meetings shall be called at least one week prior to the meeting.
- 8.2.4 Special Meetings shall be called at any time deemed necessary by the EC.

9 Article IX: Electoral Procedures

- 9.1 The Vice-President (Student Life) of SSMU or his/her representative shall be the Chief Returning Officer (CRO) with final authority over electoral procedures and validity of results.
- 9.2 The Vice-President (Student Life) must be notified of the date of the general meeting 2 weeks in advance to the date of the General Meeting called for elections purposes.
- 9.3 Elections are to be held before March 31 during the previously mentioned General Meeting.
- 9.4 The Executive Committee may designate Deputy Returning Officers (DROs) to assist the running of elections in consultation with the CRO.
- 9.5 Elections are to be conducted by secret ballot.
- 9.6 Ballots must be kept in a secure place for 5 weeks after the date of voting.
- 9.7 The Vice-President (Student Life) should be notified immediately in the event of contested electoral results.

10 Article X: Affiliations

- 10.1 The Club shall have no affiliations.

11 Article XI: Constitutional Amendment Procedure



- 11.1 Any member of the club may propose an amendment to the Constitution.
- 11.2 All amendments shall be submitted to the Club Commissioner, will be reviewed by the Club Committee and ratified by the SSMU council before they take effect.

12 Article XII: Bylaws and Policies

- 12.1 The club shall create and maintain bylaws that cover the operations of the club which are not specified in the Constitution.
- 12.2 The club's bylaws shall not contravene the Constitution.
- 12.3 The club by laws must be available to any member of the SSMU when and if requested.

13 Article XIII: SSMU Constitution, By-Laws and Policies

- 13.1 In case of any inconsistencies between the Club Constitution and the SSMU Constitution and By-Laws, the SSMU Constitution By-Laws and Policies shall take effect.
- 13.2 If there are any areas not covered in this Constitution, the SSMU Constitution, By-Laws and Policies shall take effect.